

# **READVERTISEMENT**

**\*Please note addition of Training Assignment.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena MT 59604**

## **VACANCY ANNOUNCEMENT**

**February 13, 2008**

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<b>TITLE:</b>	Accounting Specialist
<b>POSITION NO:</b>	00548
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY BAND:</b>	Pay Plan 20, Pay Band 4
<b>STARTING SALARY:</b>	\$25,596 - \$30,910 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 21, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** The primary responsibility of this position is to identify, research, correct, and resolve issues related to the processing of foster care provider payments through the Child and Adult Protective Services (CAPS) computer system. This position also researches, prepares, and enters corrections and adjustments to payments into CAPS; identifying provider overpayments, notifying providers of overpayments they received, pursuing collection of overpayments from providers, and forwarding uncollected overpayments for further action as specified in department and division policies, procedures, and practices; responds to all financial eligibility information requests from the Social Security Administration (SSA) and the

department Senior & Long Term Care bureau; maintains accurate files on all foster children receiving SSI, SSB, Rail Road Retirements, and other personal trust accounts; monitors CAPS trust accounts and requests final disbursements and repayments to the SSA; assist during legislative sessions including developing budget proposals and proposed legislation, analyzing proposed legislation and its fiscal and policy impact on division programs, and preparing fiscal notes; and functions as lead worker for foster care payment processing to include monitoring and guiding daily work flow, aiding other staff in setting priorities and identifying/solving problems with invoices/adjustments/payments, and performing online review and approval of payment adjustments. This position does not directly supervise any other positions; however, it does provide guidance and direction to an accounting technician.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of accounting practices and procedures of automated payment systems; basic bookkeeping and accounting practices and procedures; personal computer programs and computer software including Lotus, Excel, WordPerfect, and Word; general office practices and procedures; acceptable and desirable financial management practices and procedures; and the Statewide Accounting, Budgeting, and Human Resource System (SABHRS).

**Skills:** Skill in working with a variety of people and as part of a team; identifying problems and situations which are beyond the scope of the position and which should be referred to another employee; problem solving; and effective communication including active listening.

**Abilities:** Ability to recognize, pursue, and offer solutions to problems; maintain positive interactions with a variety of people; evaluate situations and exercise good judgment; read, comprehend, and apply department and division policy; assess workloads, priorities, and deadlines, and accomplish goals within designated time frames; analyze/interpret data and apply theoretical and practical knowledge to problems and situations to arrive at a solution; and view problems from both a macro- and micro-level, and assess situations which may require intervention from other division and department staff.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in accounting, bookkeeping, or business management, or a closely related field **AND** three years of professional work experience in technical accounting or bookkeeping including experience with Word, Excel, and computerized accounting systems. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and technical and

professional level accounting experience will be considered. Experience with the Child and Adult Protective Services (CAPS) computer system is preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Copy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must

request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.